



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

December 18, 2008

William T. Bathe, President
Domino Plastics Manufacturing, Inc.
601 Gateway Court
Bakersfield, CA 93307

Dear Mr. Bathe:

RE: FINAL MONITORING VISIT REPORT for Domino Plastics Manufacturing, Inc. – ET07-0235

Date of the Visit:	12/09/08
Beginning/Ending Time:	1:30 p.m. – 3:50 p.m.
Date of Last Visit:	09/12/07
Visit Location:	Bakersfield
Persons in attendance:	Tommy Bathe, Domino Plastics Fabiola Rodriguez, Domino Plastics Mark Reeves, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	12/26/06 – 12/25/08	Agreement Amount:	\$183,456
Training Start Date:	01/02/07	No. to Retain:	36
Date Training must be Completed:	09/26/08	Range of Hours:	24 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	196

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www.etp.ca.gov
ETP (04/15/05)

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT

This Agreement was executed on February 7, 2007. Ms. Rodriguez confirmed that all training was completed by September 16, 2008, which allows for the 90-day retention period to be completed within the term ending date of December 25, 2008.

• INTERVIEW WITH THE CONTRACT SIGNATORY

Based on your company's lower than expected completion rate, Mr. Reeves inquired regarding the barriers that precluded Domino Plastics from performing better on this Agreement. You indicated that your company underwent significant changes throughout the contract term, including changeover in key personnel charged with the administrative duties for this Agreement. You explained further that while your training plan accurately identified the company's needs, the implementation of the plan fell well short of expectations due to a lack of thorough planning and scheduling. Ms. Rodriguez reported that her accounting of all training records confirms that only a minimal amount of documented training (approximately 26 hours) was delivered between October 2007 and September 2008.

Despite the lower than expected completion rate, you stated that Domino Plastics did benefit considerably from the training classes that were delivered in the early stages of the Agreement. You reported a noticeable improvement in employee confidence and morale as a result of training made available through ETP funding.

You and Ms. Rodriguez reported that Domino Plastics did not experience any notable record keeping problems during the administration of this Agreement and no specific changes were suggested to improve the process.

You indicated that your company is considering seeking additional ETP funding to help further Domino Plastics' training initiatives and improve its competitiveness in the industry. You stated that you and your staff are in the process of reassessing Domino's training capacity to ensure that the company is more successful in carrying out and achieving its objectives in the future. You added that lessons learned from this Agreement will help the company be more precise in gauging the level of effort and support needed to sustain a structured training plan.

Breakdown and discussion of expected earnings:

According to your records at the time of this final meeting, you expect to retain a total of 25 trainees in this Agreement. Mr. Reeves provided technical assistance to Ms. Rodriguez regarding how to reconcile your training data and bring all online information current. The ETP Class/Lab Tracking System shows that 25 trainees completed the minimum required 24 hours of training, for a cumulative total of 2,076 hours. At \$26 per hour, total potential reimbursement currently stands at \$53,976, or approximately 29% of the encumbered total.

To date, Domino Plastics has been paid \$33,124 in unearned progress payments. Your most recent invoice (No.3) was submitted/paid in August 2007. Mr. Reeves reminded Ms. Rodriguez that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	62	Completed Training:	25
Dropped Following Enrollment:	37	In Retention Period:	0
Completed Minimum Hours for reimbursement:	25	Completed Retention:	25

ATTENDANCE ROSTERS:

Mr. Reeves reviewed attendance record for 12 trainees for the period covering October 2, 2007 through March 28, 2008. The training documented during this period included Manufacturing Skills and Continuous Improvement topics from the approved curriculum. Mr. Reeves found that ETP requirements were met and properly documented. The review confirmed that the 1:20 trainer to trainee ratio was maintained.

These findings are based only on the training records reviewed during this visit and represent only a sample of the training records. It is your responsibility to ensure that 100 percent of all training records are in compliance with Panel requirements prior to the closeout of this Agreement (Reference: Title 22, California Code of Regulations, Section 4442).

AUDIT:

Domino Plastics will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Mr. Reeves at (818) 755-3635 or by e-mail at sreeves@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Dolores Kendrick, Manager
North Hollywood Regional Office

Signature on file

S. Mark Reeves, Contract Analyst
North Hollywood Regional Office

cc: David Guzman, Manager, Fiscal and Certification
Kulbir Mayall, Manager, Fiscal and Certification (via e-mail)
Master File
Project File

Date report mailed to Contractor 12/29/08